

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #14-143**

OPENING DATE: 3 Nov 14 **CLOSING DATE:** 17 Nov 14 **AGENCY:** 5701 **PIN:** 0296

POSITION: FACILITIES MAINTENANCE REPAIRER COORDINATOR

STARTING SALARY: \$38,997.71

LOCATION OF POSITION: Camp McCain Training Center, 3152 James H. Biddy Road,
Grenada, MS 38901-8973

TELEPHONE INQUIRIES: Mr. Frank Janotta (601) 313-6243 DSN: 293-6243

APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: JFH-MS-C-HR, Post Office Box 5027, Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.

APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.

***SPECIAL CONDITION:** MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act*

MINIMUM QUALIFICATIONS:

1. High school graduate or GED and six (6) years directly related experience to the below described duties, of which two (2) years must have been in a supervisory over site or direct capacity; **OR**, any combination of education above the high school level and related experience equivalent to the above, except there shall be no substitution for the two (2) years supervisory experience.
2. Possess a valid state driver's license and if authorized to operate a Government Vehicle, have the ability to obtain and maintain a US Government Motor Vehicle Operator's ID card. **PROOF OF DRIVER'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**
3. Ability to write clear and concise reports (including Employee Assessments) pertaining to job related duties.
4. Ability to operate/use computer programs in the accomplishment of previously stated duties.
5. Extensive knowledge in typical building trades and associated responsibilities.

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

1. Schedules, assigns and oversees work necessary for the maintenance and improvement of buildings, structures, and appurtenances; packing and crafting activities and manufacture of outdoor signs.
2. Plans, coordinates and oversees activities involved in the operation, maintenance and repair of cold storage plants, refrigeration equipment, air-conditioning, mechanical ventilation and dehumidification, heating systems, plumbing, kitchen equipment, air compression equipment and systems.
3. Plans, coordinates and oversees activities pertaining to the operation, maintenance and repair of electrical facilities, assures that electrical materials, structures, and equipment are in accordance with existing codes of the National Fire Protection Association.
4. Prepares necessary records, reports and projects for repairs, alterations and additions to utilities. Reviews and analyzes operation logs and takes action necessary to increase efficiency of operations.
5. Prepares, oversees, inspects and designs technical specifications for maintenance and repair projects associated with the cantonment and training facilities.

AREA OF CONSIDERATION: OPEN COMPETITIVE

SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 6/14), MS MILITARY DEPARTMENT AND AGO Form 82-2R, dated 2 Jul 14**. Previous editions of these documents are not acceptable. These documents may be obtained from website *www.ms.ng.mil*, most non-armory facilities of the MS National Guard or by written/telephonic request to the Mississippi Military Department, ATTN: JFH-MS-C-HR, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6243). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums. **ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.**

PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED. Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED. Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.

Military membership is desired.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

***MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND INVESTIGATION.**